



State of Missouri
Office of Administration
State Fleet Management Program
 Post Office Box 809, Jefferson City, MO 65102
 573/751-4534 FAX 573/751-7819
<http://www.oa.mo.gov/gs/fm/index.htm>

VEHICLE PRE-APPROVAL FORM

INFORMATION & INSTRUCTIONS ON PAGE 2

1. REQUEST NEW VEHICLE	
Department/Division	
SAM II Order #: (Document Type, Agency Number & Document Number)	
Year/Make/Model	Estimated Annual Miles
<input type="checkbox"/> Expansion Vehicle <input type="checkbox"/> New <input type="checkbox"/> Replacement Vehicle <input type="checkbox"/> Used	Vehicle Purpose (see instructions) <input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transport <input type="checkbox"/> Task Specific Vehicle (list Task Code) <input type="checkbox"/> Special Purpose Vehicle (must be specially equipped, please list Special Purpose Code)
Vehicle Category (see instructions)	
Vehicle Subcategory (see instructions)	
Primary Assignment <input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool	
Assignment Name (name of employee, work unit)	
2. IDENTIFY SURPLUS VEHICLE	
VIN	Vehicle Purpose (see instructions) <input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific Vehicle (list Task Code) <input type="checkbox"/> Special Purpose Vehicle (must be specially equipped, please list Special Purpose Code)
License Number	
Year/Make/Model	
Current Odometer Reading	
Vehicle Category (see instructions)	
Vehicle Subcategory (see instructions)	Reason for Replacement <input type="checkbox"/> Normal (7 years old or 105,000 miles) <input type="checkbox"/> Other (attach additional page if necessary)
Primary Assignment <input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool	
3. APPROVALS	
Agency Head Signature or Designee	State Fleet Manager
_____	_____
Date: _____	Date: _____

***Additional information may be submitted on a separate page if necessary.



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GENERAL INFORMATION

All purchases of expansion or replacement vehicles must be compliant with the Vehicle Acquisition Section of the State Vehicle Policy (SP-4). The State Vehicle Policy may be viewed at <http://www.oa.mo.gov/gs/fm/index.htm>.

All new or used vehicle purchases under 8,500 GVWR (Gross Vehicle Weight Rating) must be pre-approved by the State Fleet Manager. This includes vehicles purchased directly from other agencies or State Surplus Property. Agencies must use one of the following commodity codes when processing a PGQ or PDQ document:

- 07006 – Automobiles & Station Wagons
- 07007 – Autos, Station Wagons, Vans, Trucks, Alternative Fuel
- 07048 – Trucks (One Ton And Less Capacity)
- 07092 – Vans

Agencies must submit the Vehicle Pre-Approval Form to the State Fleet Manager as soon as possible to facilitate the review of the purchase order.

INSTRUCTIONS

1. Complete Section 1 with information on the vehicle to be purchased. For expansions, submit letter explaining the need to expand the size of the fleet.
2. Complete Section 2 with information on the vehicle to be replaced (if applicable).
3. Obtain approval from agency head or designee and submit to the State Fleet Manager at the above address.
4. The below codes/values are available on the Fleet Management Website at:
<http://www.oa.mo.gov/gs/fm/tablevalues.htm>
 - Vehicle Category
 - Vehicle Subcategory
 - Task Specific Vehicle
 - Special Purpose Vehicle
5. The State Fleet Manager will apply final approval to the purchase order once the Vehicle Pre-Approval Form has been approved.
6. State Surplus Property requires a signed pre-approval form prior to selling a used vehicle to a state agency.

QUESTIONS: Contact Cynthia Dixon, State Fleet Manager at 573/751-4534.